

Café & Restaurant Opening, Closing & Handover Checklist

Open clean, close right, hand over with nothing dropped.

Every shift

- ☐ Opening: check fridge & freezer temperatures and log them
- ☐ Opening: sanitise prep surfaces, counters and the coffee machine
- ☐ Opening: stock service stations and check use-by dates
- ☐ During service: wipe tables and high-touch surfaces between turns
- ☐ Closing: clean and sanitise all prep areas and equipment
- ☐ Closing: empty bins, mop floors and record the shift handover note

Inspection-ready record

Date · Task · Fridge temp · Completed by · Time · Photo on file

Weekly

- ☐ Deep-clean fridges, freezers and door seals
- ☐ Descale the coffee machine and clean the group heads
- ☐ Clean extraction filters and grease traps
- ☐ Wash walls, splashbacks and behind equipment
- ☐ Audit stock rotation and discard expired items

Monthly

- ☐ Deep-clean storage and dry-goods shelving
- ☐ Check and calibrate fridge thermometers
- ☐ Review the food-safety and cleaning log for gaps
- ☐ Service or descale the ice machine and water lines